

MERCHANT MARINERS DOCUMENT

Entry Level

REFERENCE GUIDE

REGIONAL EXAMINATION CENTER, SAN FRANCISCO BAY

Coast Guard Island, Building 14
Alameda, California 94501
(510) 437 5381 FAX: (510) 437-3096

OFFICE HOURS

OPEN: Monday through Thursday 8:00 am - 11:30 am, 12:30 pm - 4:00 pm
Fridays 09:00 am - 12:00 pm

CLOSED: Last Friday of every month & Saturdays, Sundays, Federal Holidays.

VISIT the Coast Guard's Licensing home page,: www.uscg.mil/stcw

Please review this entire handout before submitting your application. Following the directions in this handout will help to avoid delays in the process which are typically caused by incomplete applications.

DIRECTIONS TO THE COAST GUARD MARINE SAFETY OFFICE

When traveling on Hwy 80 West (from locations north of the San Francisco Bay area), take Hwy 580 West to Hwy 980 West (Oakland) to Hwy 880 South (San Jose). While on Hwy 880 South, take the **16th Avenue Embarcadero** exit. At the stop sign at the end of the exit ramp, turn left onto the Embarcadero, follow it for a distance of about mile to Dennison Street. You will see a green sign with an arrow pointing right to Coast Guard Island. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. *The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

When traveling on Hwy 880 North (Oakland), from locations south of the San Francisco Bay area, take the **5th Avenue Embarcadero** off ramp exit. Go underneath the Hwy 880 overpass to the stop sign. At the stop sign, turn left onto the Embarcadero. Follow it for a distance of about 1 mile to Dennison Street. Turn right on Dennison Street and drive over the bridge to Coast Guard Island. The security guard at the gate to Coast Guard Island will give you a base pass for your vehicle.

***Note:** In order to bring your vehicle onto the base, you must a valid Merchant Mariners Document, a drivers license, vehicle registration, and proof of insurance. If you do not have the required vehicle documents, you may park off the base and walk to Building 14 after checking in with the gate guard.

BART - Take the FREMONT or PLEASANTON Line to the Oakland FRUITVALE Station. You can then take a taxi from the BART station to Coast Guard Island.

REQUIREMENTS

Submission of application: The REC'S backlog of application submittals varies from week to week. As such, the processing time for completion of your application also varies.

Physical Examination: All persons must submit a physical current within twelve months of the application. If you **do not** submit a physical examination your document will be limited to "Vessels of not more than 200 gross tons upon inland waters only."

Report of Chemical Drug Test: All persons must submit report of chemical drug test or company letter of membership in random drug testing program within 180 days of application.

Citizenship/Social Security: All persons must submit proof of nationality, i.e. original passport, birth certificate or baptismal certificate. Non-citizens who possess an alien registration card or visa authorizing employment can apply for a Merchant Mariner's Document. All original transactions must provide a social security card or acceptable proof of a social security card.

Fingerprint Cards: If you are applying for an original Merchant Mariner's Document fingerprint cards must be submitted. Fingerprints can be taken here at this office or by any local law enforcement agency. The forms must be signed by the official taking the prints.

User Fee Chart

ORIGINAL MERCHANT MARINER'S DOCUMENTS ORDINARY SEAMAN, WIPER, STEWARD'S DEPARTMENT (FH)

Evaluation	\$95.00	Issuance	\$45.00
Renewal Evaluation	\$50.00	Issuance	\$45.00
Duplicate	\$0	Issuance	\$45.00

Payment Information

Payment will be accepted in the form of Personal Check, Money Order or visa / master card (with name, address and social security number). Please make check or money order payable to U.S. Coast Guard.

APPLICATION CHECKLIST

ORIGINAL DOCUMENT APPLICATIONS:

- ✍✍ CG-719B Application – enclosure 1
- ✍✍ Proof of citizenship or nationality
- ✍✍ Original Social Security Card
- ✍✍ CG-719K/E Physical Examination Report – enclosure 2 (completed within the past 12 months)
- ✍✍ Report of Chemical Drug Test – enclosure 3, or company letter – enclosure 3 (completed within the past six months)
- ✍✍ Merchant Mariner's Document Set Up Form – enclosure 4
- ✍✍ Two recent passport-style photographs
- ✍✍ FD-258 Fingerprint Card
- ✍✍ Appropriate payment – see user fee's

RENEWAL OF DOCUMENT APPLICATIONS:

- ✍✍ Front and back copy of current document
- ✍✍ CG-719B Application – enclosure 1
- ✍✍ CG-719K/E Physical Examination Report – enclosure 2 (completed within the past 12 months)
- ✍✍ Report of Chemical Drug Test – enclosure 3, or company letter – enclosure 3 (completed within the past six months)
- ✍✍ Merchant Mariner's Document Set Up Form – enclosure 4
- ✍✍ Two recent passport-style photographs
- ✍✍ Appropriate payment – see user fee's
- ✍✍

ADDITIONAL GUIDANCE

Read all forms carefully. If a block or section does not apply to you, place "N/A" in it.

CG-719B Application Form – 2 pages (Encl. 1): This is required for ALL documents transactions. The oath sections for original documents must be signed in front/witnessed by a Coast Guard official. This will help speed the issuance process. Refusal to sign page 2, National Drivers Registration (NDR) authorization, could preclude you from receiving a document. The signature for the Mariner's Tracking System is purely voluntary.

Physical Forms (Encl. 2)

a. CG-719K/E Physical Examination Report – 1 page (Encl. 2): This is required for all originals and renewal of documents. Ensure the physician provides his/her license number, address and telephone number. The physical must be dated within one year of the application date. If you **do not** submit a physical examination your document will be limited to "Vessels of not more than 200 gross tons upon inland waters only."

Drug Testing (Encl. 3) : This is required for all originals and renewals.

a. Chemical testing for dangerous drugs form or

Merchant Mariner's Document Set Up Form (Encl. 4) : This is required for all document applicants, original and renewal. Your signature goes in the signature box and must be in a black felt tip marker. Your left thumb print and a recent passport style photo go in the left boxes. The thumbprint can be done using a standard black inepad.

“ TOP REASONS APPLICATIONS ARE DELAYED”

1. Drug screen. Drug screens are often rejected because they do not contain the Medical Review Officer's signature or a copy is received instead of the original.
2. National Driver Registry. National Driver Registry is Section V. If the National Driver Registry is not signed the application will be returned for correction.
3. Current Document. If a document is being **renewed**, a copy (front and back) of the current license or document must be provided with the application
4. Written Statement. If an application is initialed “YES” for any question in Section III, a written statement is required. Simply stating “on file” will not suffice. If the statement includes a DUI or DWI, proof that a state driver's license has been reinstated must be provided with the statement

**** THIS OFFICE ONLY ACCEPTS ORIGINAL COPIES OF ALL DOCUMENTS LISTED
PHOTOCOPIES OR FAXES WILL “NOT” BE ACCEPTED. ****

The following forms are required complete this package:

Universal Application Form

Physical Exam Form

Drug Testing Form

Picture and Signature Form